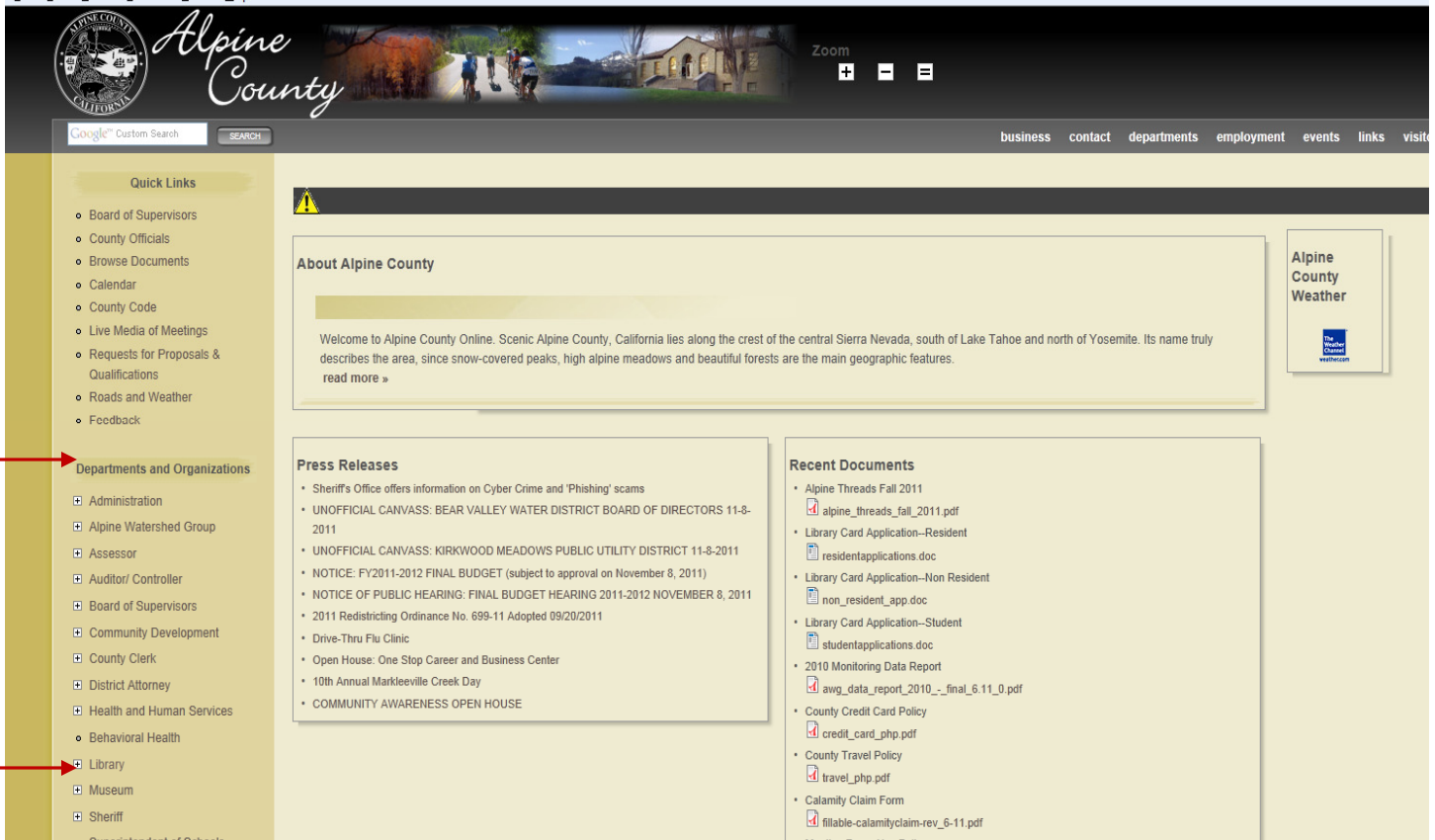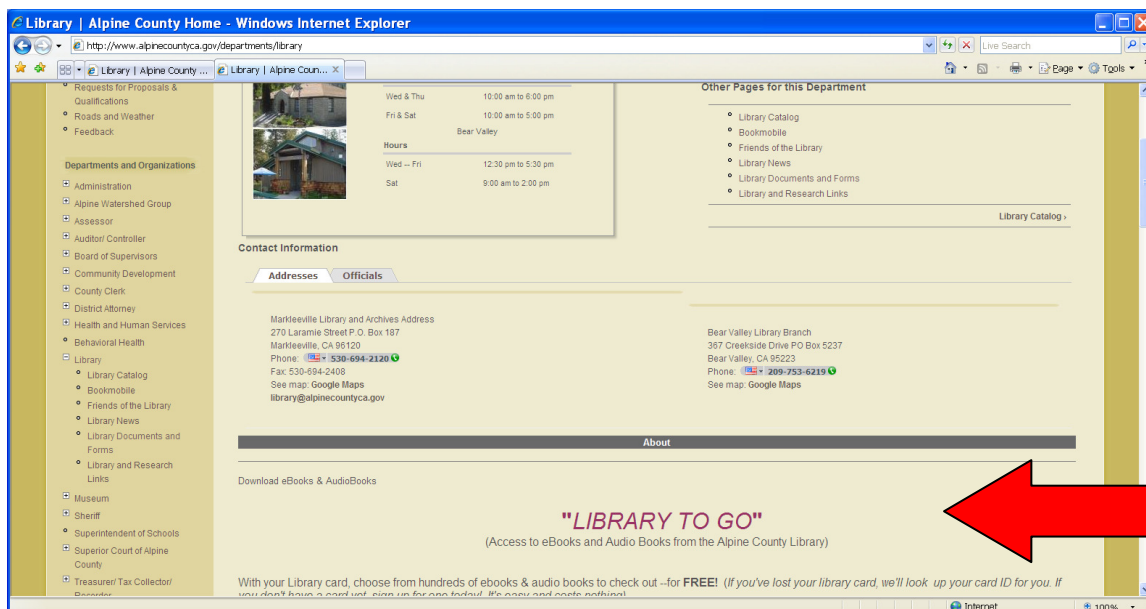# Alpine County Library
Instructions for Downloading Library eBooks to Kindles
IMPORTANT: READ THROUGH ALL STEPS BEFORE BEGINNING PROCESS!
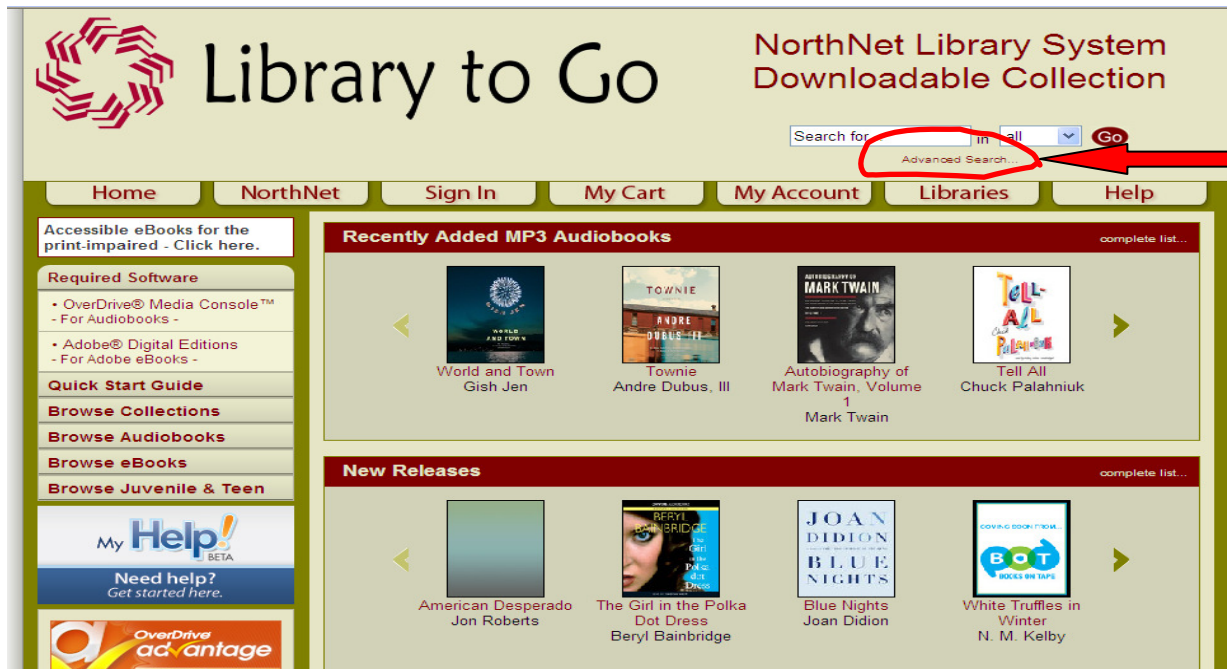
1. Go to **County Website** (www.alpinecountyca.gov). Under Departments and Organizations click on **"Library".** This takes you the Library's homepage.
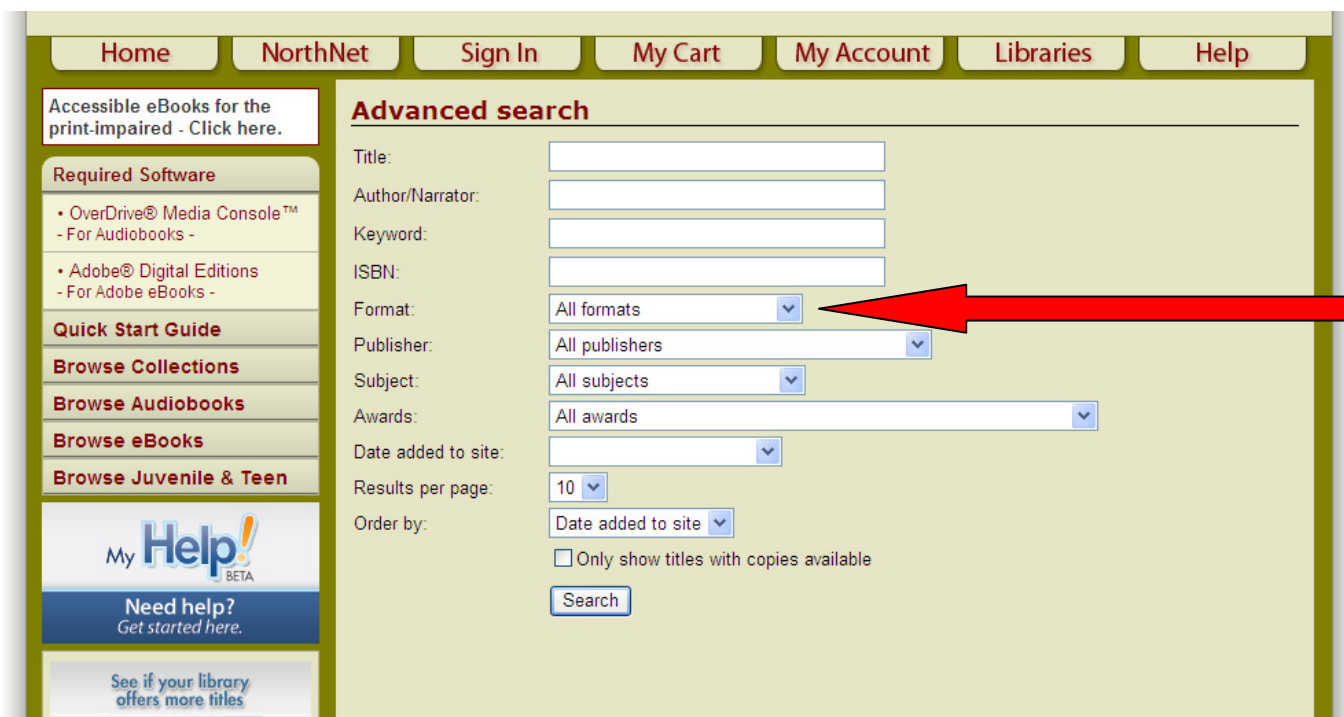

2. From Library's homepage, scroll down to "**Library To Go**".

3. This brings you to our Downloadable Collection. Under the search box, click on "**Advance Search**…"

4. You'll see the Advanced Search page. Enter the information—Title, Author/Narrator, etc. if known. Then select format (Kindle Book). This shows a listing of ALL **Kindle books** in the "Library to Go" system.

5. **A FASTER** way to search *only Kindle books that are available*, leave all boxes blank, EXCEPT "Format". Choose "Kindle Book." ALSO check the box that says "Only show titles with copies available". This will not list any titles that are currently checked out. (If the book you want *IS* checked out, you can choose "Add to wish list" and you'll be notified when the book becomes available). When ready, click "Search".

6. Search results show there are currently 52 available Kindle titles. But since books are checked in/out all the time, **this number changes constantly!** Results can be sorted by title, author/narrator, release date, most popular, or date added. (Sort by "title" is the default setting)

7. **Browse Collection**. When you find one(s) you like, click "Add to Cart". If you have a KINDLE, be sure to select the "Kindle Book" format to "Add to cart". (*The "Adobe EPUB eBook" format is for Nooks, Mp3 players, and other devices.*)

8. You can check out up to 3 books (at a time) through "Library to Go". Items will stay in your cart *for 30 minutes as you search*—beyond that, they will be returned to the "shelf". When ready, click on "**Proceed to Checkout**". (You will have a chance to make any final changes – see step #12.)

9. This takes you to the **Sign In** page. Select "Alpine County Library" from list.

10. You're then directed to a secondary sign-in page. Click the link for Alpine.

11. Now, using your **Library ID** (the number on the back of your library card), login. All numbers begin with "**20251**..." Remember—we can look up your number if you've misplaced your card.

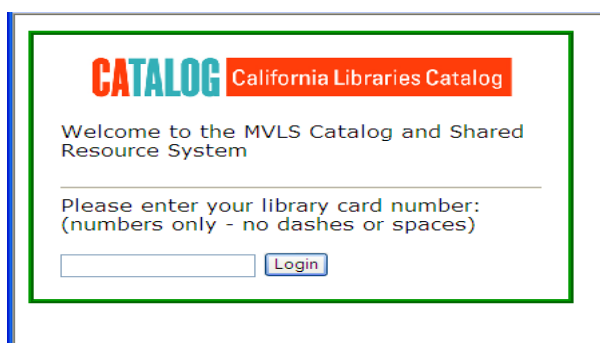12. The **CHECK OUT** page comes next.   From here, you can increase your loan time from 7 to 14 days or you can remove a book from your cart.   (I will increase the loan period on "Hour Glass" to 14 day checkout and remove the "Book of Pirates".)
When ready, click "Confirm Check Out" .

13. Confirm the titles & loan periods for your download. (Notice only "Hourglass" appears with a 14-day loan period.) Next, click on "**Get For Kindle**" This directs you to your **Amazon account**. You're now finished with "Library To go".

14. Be sure you see **YOUR account information**—

> **Your personal information will appear in these areas. If not, you will need to <u>sign into your Amazon account</u> to complete the download.**

15. Make sure your Kindle name appears in the "Deliver to:" box. (Some accounts—like the Library-- have registered more than one device.) Once all of your information is correct, click on the **"Get library book**" button.

16. After clicking, "Get library book" you should receive the message below (with your information) stating that your book has *been delivered* to your Kindle. To complete the process **you need to download the e-Book onto your Kindle using a High Speed Internet connection.** When in signal range, turn on your device. Downloading the book should happen automatically and takes about 5 minutes.

*__Note:__ You do NOT need to click on the "Download now" button unless you want to transfer the book to another device. In that case, you would click "Download now" and save it to a file on your computer.
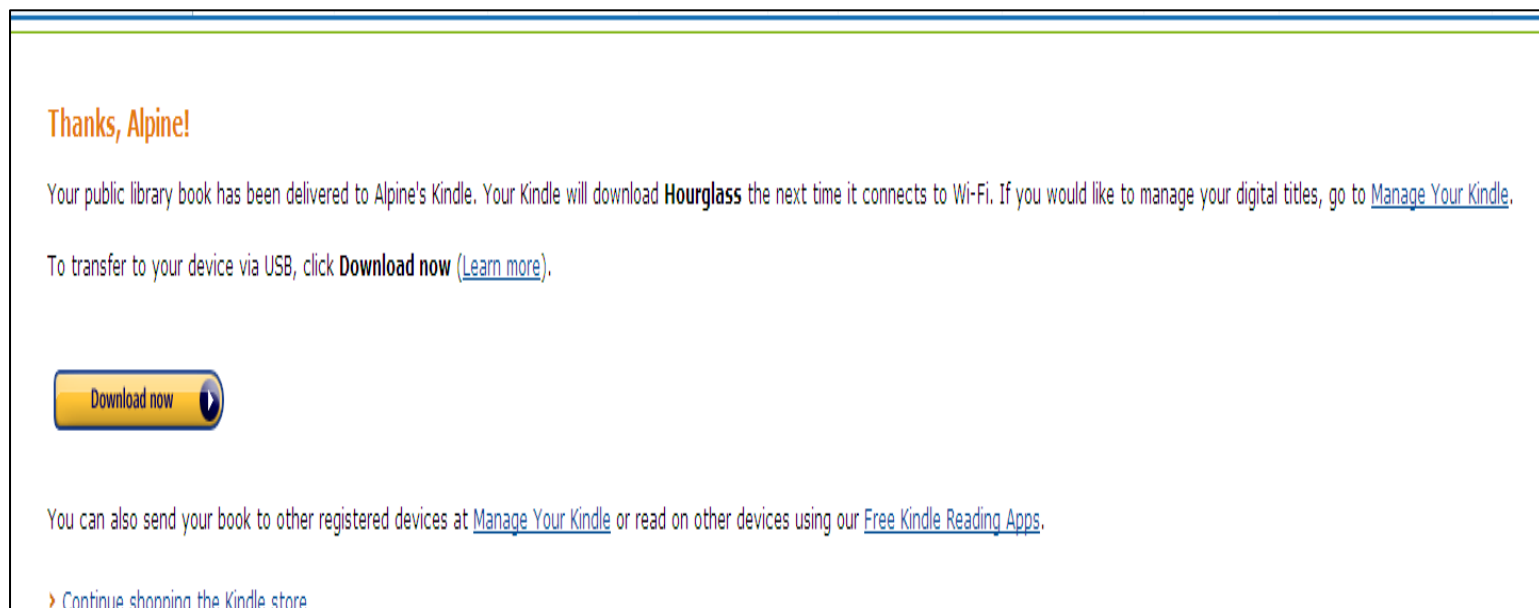
Additional Notes

17. When a book loan expires, it will be **automatically returned** to the "Library To Go" system. You may need to remove it from your list (carousel, bookshelf, etc) as it may appear as though you still have it, even though access to the material has expired.

18. Be sure to look into **additional sites** for FREE eBooks & AudioBooks (Project Gutenberg, etc.) You can access these sites on the **Library's webpage**.

If you need additional help, please contact the Library to make an appointment for a face-to-face demonstration. (530) 694-2120

Happy Reading!